

MEETING MINUTES  
Harrison Township Public Library - Board of Trustees  
Monday, August 20, 2018 6:30 PM  
In the Public Library of Harrison Township

1. **Meeting Called to Order** by John Da Via at 6:33 pm.

2. **Trustees Present**

Linda Pillow, John Da Via, Jim Bilen, Linda Silvonen, Carole Wolf. Also in attendance:  
Director, Melissa Goins  
Excused: Diane Marvaso

3. **Approval of Minutes from July 16, 2018**

A. Motion made by Jim Bilen, seconded by Linda Silvonen to approve the minutes.

4. **Public Comment**

A. None

5. **Approval of the Agenda**

A. Motion made by Linda Silvonen, seconded by Carole Wolf to accept the amended agenda. The amendment is a change of the next meeting to September 17, 2018. Motion made by John Da Via, seconded by Jim Bilen, to adjust agenda to allow item 8 to precede item 6 on the agenda.

6. **Treasurers Report**

A. Review of Expense Report - Expenses for the July 2018/August 2018 interim, in the amount of \$14,080.56 are in line with normal operating expense. Motion made by Linda Pillow to approve the Expense Report for July 2018/August 2018, seconded by Linda Silvonen. Motion carried.

B. Review of Financial - Melissa Goins and Carole Wolf met with Paul Bailey in August 2018. A specific account line would be required to accommodate a capital campaign fund. Mr. Bailey advised capital campaigns should be specific and delineate what we are asking for, ie future facilities and/or building improvements. Any money collected would be considered a restricted fund and can only be used for the purposes stated in the marketing info. Motion made to move \$500,000 from the Assigned Fund Balance to the Committed Fund Balance for Building Growth. Seconded by John Da Via. Motion carried. No auditing issues were identified for the Harrison Township Library.

7. **Directors Report** - reported by Melissa Goins, Director.

A. Usage statistics -Statistics for July 2018 evidences an increase in programs for children. OverDrive, E books and Kanopy usage have increased. We are close to loaning out as many items as we borrow from MeL Inter-library loans.

B. Free Book Nook placed at Lake St. Clair Metropark and has been a huge success, with positive feedback and over 30 shares on social media with over 6,000 views.

C. Outreach opportunities at the beach are going well; the August 1<sup>st</sup> Rosco event was crowded and we ran out of flyers.

D. Storytellers program is going well; the last storyteller date is August 20<sup>th</sup>. Goal is to locate similar opportunities throughout the school year.

E. 2019 draft budget is complete.

F. Community flu shot day scheduled for Friday, September 21st from 2pm to 5 pm. Staff will be offered complimentary flu shots.

G. Hoopla Digital - pricing information obtained for possible inclusion in 2019.

H. Shred day has been booked with Bulldog on October 5<sup>th</sup> from 11am to 1pm.

I. Electronics recycling day booked with Electrocycle for Saturday, October 13<sup>th</sup> from 11am to 1pm.

J. Penal fines received at the township offices, in the amount of \$21,291.06.

K. 3 HTPL employees attended the Disney Quality Service Workshop on August 2<sup>nd</sup> and

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shared their skills with the rest of the staff.

L. Staff evaluations are in the works.

M. Applied and received a letter of approval from U of M regarding our submission for a community profile by MLIS students.

N. Enrolled in the Community Engagement Summit to be held in East Lansing on September 27<sup>th</sup>.

O. Consulted with Stan Mishler, original logo designer, and requested separation of the image of our logo from the rest of our logo to allow horizontally aligned images for promotional material. Cost will be \$275.00.

P. EIN number utilized by the library is designated to Harrison Township, not library specific.

Q. Wi-Fi booster to be installed.

R. Children's' computer area to be installed in the next month.

#### **8. Committee Reports**

A. Capital Funds Committee - Linda Silvonon reported on the Fundraising Committee. Ms. Goins and staff will create an Infographic to provide a quick summary of information on needs and services. Ms. Goins is exploring opportunities for donations, i.e. how to give, levels of giving, and recognition of donations. Donations to the library would require establishment of a separate line item/account in the budget. The committee will meet again October 2, 2018 at 1 pm.

#### **9. Old Business**

A. Capital Funds Update - motion made to remove Capital Funds Update from Old Business made by Linda Silvonon seconded by John Da Via. Motion carried.

B. Discussion of short and long term goals for the library. A potential list of 3 month goals was reviewed, and will be provided to board members for discussion at the September meeting.

#### **10. New Business**

A. Review of Board ByLaws: Article VI.3-4 -

1. Motion made by John Da Via, seconded by Carole Wolf to amend Section 3, Article VI from "The Library Director shall be responsible for the presentation to the Board no later than July 31<sup>st</sup> of each year..." to "The Library Director shall be responsible for the presentation to the Board no later than later than September 1<sup>st</sup> of each year..." and to amend from "At the first meeting in August, the Board shall adopt, ..." to "At the first Meeting in October, the Board shall adopt..." Motion carried.

2. Motion made by John Da Via to amend Section 4 of Article VI from "...on or before the first Monday of September in each year..." to "...on or before the first Monday of November in each year...". Seconded by Jim Bilen. Motion carried.

B. Participant Agreement, Waiver, and Release Form for participation in offsite Parade Warehouse Tour - Liability Waiver recommended, as activity will be off site. Motion made by Linda Silvonon, seconded by John Da Via to accept the Participant Agreement, Waiver, and Release Form, noting it will be first screened by the attorney. Motion carried.

#### **11. Board Comment**

A. Linda Silvonon will be absent at the next meeting.

#### **12. Adjournment**

A. Motion to adjourn was made by Linda Silvonon. Seconded by Carole Wolf. Motion carried. The meeting was adjourned at 8:35 pm.

#### **Next Meeting**

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, September 17, 2018, at 6:30 pm at the Harrison Township Public Library.

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Minutes submitted by Linda Pillow, Secretary  
Minutes approved:

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President (HTPL - Board of Trustees )

\_\_\_\_\_  
Date of Approval

\_\_\_\_\_  
Secretary (HTPL - Board of Trustees)